



May 2025

FLSA: NON-EXEMPT

PROCUREMENT SPECIALIST I/II

DEFINITION

Under general supervision, provides a wide variety of technical office administrative and secretarial support to a department head and related management, professional, and supervisory staff; performs support work related to the department to which assigned; creates, implements and participates in technical processes, procedures and programs as it relates to procurement; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. No direct supervision of staff is exercised. May exercise technical and functional direction over assigned staff.

CLASS CHARACTERISTICS

Procurement Specialist I is the entry-level classification in the professional procurement series. Under close supervision, incumbents perform routine purchasing and expediting tasks while learning City policies, procedures, commodity categories, and supplier base. As experience is gained, assignments become more varied and are carried out under general supervision.

Procurement Specialist II is the journey-level classification in the professional procurement series. The work is performed under the supervision and direction of higher-level staff as assigned, but significant leeway is granted for the exercise of independent judgement and initiative.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS *(Illustrative Only)*

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Reviews requisitions to ensure completeness and accuracy; determines appropriate materials, supplies, or equipment required; consults with departments to clarify order details and provides information on products and suppliers.
- Verifies that verbal or written quotations have been obtained or that formal specifications and bid documents (e.g., RFP, RFQ, RFI) have been developed; confirms the preparation of related agenda items for Council consideration; reviews analyses of proposals, validates recommendations for awards, and ensures supporting documentation is complete.
- Issues purchase orders and negotiates changes in purchase terms as needed; expedites orders, addresses delivery or quality issues, and works with departments to resolve invoicing or vendor performance concerns.
- Manages vehicle licensing activities, including timely renewals and proper handling of license disposals and registrations.
- Assists with the disposal and auctioning of surplus materials, supplies, and equipment.

- Maintains procurement records and prepares reports, including those related to vendor performance; supports inventory management activities.
- Monitors trends and developments in public procurement and recommends updates to City policies and procedures.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Public procurement principles and practices, including competitive bidding in a public agency context;
- Relevant federal, state, and local laws and regulations;
- Pricing strategies and procurement resources for goods and services;
- Business administration and economic principles as applied to procurement;
- Office practices, including modern software tools used in procurement;
- Principles of storekeeping and inventory control;
- Procedures for preparing and analyzing purchasing documents

Ability to:

- Establish collaborative relationships with City departments;
- Analyze requisitions in the context of departmental needs;
- Identify sourcing and cost-saving opportunities through historical expenditure analysis;
- Interpret technical documents and specifications related to procurement;
- Draft standard contract terms using City-approved templates;
- Conduct effective purchasing activities based on quality, quantity, and cost considerations;
- Perform accurate mathematical calculations and maintaining procurement records;
- Uphold ethical standards aligned with City and professional procurement guidelines;
- Prepare concise reports, specifications, and correspondence;
- Translate user needs into clear, actionable specifications;
- Manage multiple priorities and making sound decisions independently;
- Resolve complex procurement challenges through sound judgment;
- Maintain effective working relationships with colleagues, vendors, and other stakeholders;
- Use procurement software and related applications efficiently.

Education/Experience

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Procurement Specialist I/II:

- Bachelor's degree from an accredited college or university in Business Administration, Accounting, Finance, Supply Chain Management, Public Administration, or a closely related field, and
- Experience in procurement support, inventory control, accounts payable, or similar areas that provide the required knowledge and skills may substitute for education on a year-for-year basis, up to a maximum of two (2) years.

Procurement Specialist I:

- Two (2) years of related experience, with at least (1) year of experience equivalent to that of Accounting Technician at the City of Eureka

Procurement Specialist II:

- Three (3) years of related experience, with at least (1) year of experience equivalent to that of Procurement Specialist I at the City of Eureka.

License:

- Valid California class C driver's license with satisfactory driving record.
- Certified Public Procurement Buyer (CPPB) certification is highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.